



## 2010 Plant Fundraiser Instructions

- 1) **Choose which plants you'd like to sell.** We offer annual flats, annuals in 4.5" pots, gerbera daisies, 10" hanging baskets, 12" hanging baskets, planters, herb and vegetable garden kits, and perennials. A listing of plants can be found on the plant fundraiser order form. Choose the items that are best for your group. The highest profit items for groups are typically larger items like baskets and planters.
- 2) **Choose your 12" combination baskets...**from the 2010 Hanging Basket Catalog. These combinations are reserved on a first come first serve basis each spring. One school per combination. Limit 2-3 combinations per school (depending on fundraiser size).
- 3) **Establish a delivery date.** Delivery dates are chosen on a first come first serve basis. We charge \$25 per box truck load for delivery. The Indiana frost free date is May 15.
- 4) **Confirm your delivery date and basket choices** with Ruth Ann at 317-326-2278 or [info@tuttleorchards.com](mailto:info@tuttleorchards.com). Do not publish any information until you have confirmed it with us. If this is your first year, please also provide your non-profit tax exempt ID #. If we do not have this number, we are required to charge you 7% sales tax on your order.
- 5) **Put together an order form to distribute.** Groups may set their own retail prices. Suggested retail prices can be found on the Plant Fundraiser Order Form. We suggest you make the due date several days before March 17<sup>th</sup> so you have time to compile any late orders.
- 6) **Sell plants and baskets.** We are in the process of building a new improved website which should go live by the end of February. It will have photos of all plants, baskets, and combinations. In the meantime, there are currently pictures of most items on our current website [www.tuttleorchards.com/fundraiser.htm](http://www.tuttleorchards.com/fundraiser.htm).  
  
Note for 12" combination baskets: quantities available for each basket are listed. You can sell up to that number. You are not required to sell all the baskets of the combination...we will sell the others here at our store.
- 7) **Place your order** for the exact number of baskets you have sold by March 17 (St. Patrick's Day) to Ruth Ann via fax or email along with your other flat/plant orders. We don't take late orders. Payment for 10% of total order is due at time of order to: Tuttle Orchards Inc., 5717 North 300 West, Greenfield, IN 46140. Attn: Tom Roney
- 8) **Meet delivery truck on day of delivery and distribute plants.** Many groups choose to order a few extra flowers to sell the day of the distribution. Recruit some volunteers to help you sort. We suggest you set your delivery time several hours before your pickup time so you will have time to sort the flowers by buyer before they arrive.
- 9) **Payment** for remainder of order is due one week after delivery date.
- 10) **Direct any questions** anywhere along the process to Ruth Ann at 317-326-2278 or [info@tuttleorchards.com](mailto:info@tuttleorchards.com)

**Thank you for participating in the 2010 Plant Fundraiser.**